

MAIKA'I HEALTH Community Clinic

Data Coordinator

Department / Team:	Pharmacy
Term Duration:	Minimum 3 years with opportunity for renewal
Reports To:	Chief Pharmacy Officer
Type:	Part-time
Location:	Hilo, Hawai'i
Application Deadline:	Open until filled

About Maika'i Health

Established in 2019, Maika'i Health (MH) is a 501(c)(3) Hawai'i non-profit. The MH team strives to deliver high quality, culturally responsive, comprehensive patient-centered outpatient health care that is equitable and accessible for all in East Hawai'i.

The mission of Maika'i Health is, "To be the patient-centered healthcare home that is accessible for all and be the center of healthcare learning excellence in East Hawai'i."

About the position

We are looking for a Data Coordinator to develop and apply statistical methods to collect, organize, interpret, and summarize numerical data to provide usable information. A portion of the duties shall involve data coordination for a program providing assistance to individuals and families affected by substance use disorders (SUDs).

Primary responsibilities

- Work within grant deliverable requirements to track, collect, aggregate, and report quantitative and qualitative data and information.
- Work with pertinent personnel to submit annual quantitative performance reports the Performance Integrity Management System (PIMS) as related to a Medication Assisted Treatment program.
- Contribute to the team's development of criteria to evaluate the effectiveness and optimization of healthcare programs through appropriate use of related data.
- Develop methodologies to appropriately identify, collect, track, and interpret pertinent data as related to various healthcare initiatives and programs.
- Identify relationships and trends in data, as well as any factors that could affect the results of research.
- Ensure quality control to maintain accuracy, completeness, or proper usage of collection systems and data.

- Determine whether statistical methods are appropriate, based on user needs or research questions of interest.
- Prepare data for processing by organizing information, checking for inaccuracies, and adjusting and weighting the raw data.
- Present statistical and nonstatistical results, using charts, bullets, and graphs, in meetings or conferences to audiences such as clients, peers, and students.
- Contribute to research projects that apply valid scientific techniques, and use information obtained from baselines or historical data to structure uncompromised and efficient analyses.

Candidate requirements

- Bachelor's or Master's degree in Public Health or relevant/related fields is required.
- Minimum of 3 years of experience in relevant health or related fields is preferred.
- Experience in public health or non-profit organization, including any related background in community organizing and/or development.
- Strong commitment to the organization's Mission and values with the ability to demonstrate that commitment in daily interactions.
- Experience that demonstrates commitment to racial and social justice and community engagement to impact change at the community level.
- Excellent critical thinking, analytical, and writing skills.
- Demonstrated ability to think of several possible explanations or alternatives for a situation, anticipate potential obstacles, and develop contingency plans to overcome them.
- Ability to adequately assess a situation, make sound judgement, use relevant information to support the decision, and be able to distinguish useful information from the irrelevant one when making a decision.
- Effective time-management skills, with demonstrated ability to manage a diverse and demanding workload and deliver work products within deadlines.
- Experience in project development and management, budgets, and work plans preferred.
- Strong communication skills and interpersonal skills, including the ability to work effectively as a member of a team.
- Experience working collaboratively across sectors.
- Ability to travel 10%, which may fluctuate depending on program schedules.

Contact us to apply

Maika'i Health is proud to be an Equal Employment Opportunity and Affirmative Action employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.

To apply for this role, please email HR@maikaihealth.org Please attach your resume and a cover letter telling us why you would be a great fit for our team!